



Management Information Retrieval System (MIRS): Fields and Definitions

MIRS is a reporting system maintained by the State Controller's Office and is used by State of California Human Resources staff. MIRS allows users to generate pre-written reports or create ad hoc reports for Employment History, Payment History, Employer Sponsored Deductions, Leave Accounting and Position Inventory.

- **Effective Date:** Date of when the report is extracted from MIRS to reflect and align with the prior month's pay period
- **First Name:** Employee's first name on the Current Status Record
- **Last Name:** Employee's last name on the Current Status Record
- **Last 4 SSN:** Employee's last four digits of social security number
- **Date of Birth:** Employee's birthdate
- **Age:** Employee's age
- **Gender:** Employee's gender
- **Ethnicity:** Employee's ethnicity
- **Hire Date:** Employee's initial hire date into state government.
- **State Service Months:** Number of qualifying pay period months employee has accrued
- **Position Number:** Employee's position number
- **Class Code:** 4 numbers within an employee's position number that identifies the employee's classification
- **Serial Number:** Last 3 numbers of an employee's position number (Note: A serial number of 900 or above is typically notated for a blanket position)
- **Class Type:** Grouping of classifications administered by classification setting authority serviced by the State Controller's Office.
 - E = California Conservation Corp
 - F = DPA Exempt
 - J = Judicial Council
 - L = Statutory
 - M = Military Department
 - P = Exempt CETA
 - S = SPB Exempt
- **Class Title:** The full classification title used for reports
- **Employee Status:** Employee's position status



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- Active
- On Leave
- **Appointment Tenure:** Tenure of the appointment under which the employee is serving
 - P = Permanent
 - L = Limited-Term
 - T = Temporary
 - C = Career Executive Assignment
 - E = Emergency
 - R = Retired Annuitant
- **Time Base:** Type of job schedule that an employee works
 - FT = Full-Time
 - XXX/XXX = Part-Time Fraction
 - INT = Intermittent
 - IND = Indeterminate
- **CBID:** Employee's collective bargaining designation and unit code.
 - Rank-and-File codes include:
 - C01-C19
 - E (Note: these are temporary/seasonal classifications)
 - E01-25
 - E97
 - All "R"
 - Managers and Supervisors codes include:
 - E48
 - E58
 - E59
 - E68
 - E79
 - E98
 - E99
 - All "M"
 - All "S"
 - Exempt codes include:
 - E01-21



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- E25
 - E48
 - E58
 - E59
 - E67
 - E68
 - E77
 - E78
 - E79
 - E97
 - E98
 - E99
 - U01-21
- **Safety Code:** Type of CALPERS membership. Denotes benefit category.
 - **Alternate Range:** Employee's pay range for classification with more than one salary range
 - **Gross Pay:** Gross amount of the payment earned by the employee
 - **Base Pay:** Established salary rate for the employee's classification and range
 - **Department:** Employee's department name
 - **County Code:** County in which the employee works
 - **Facility:** Employee's facility name